

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Central Intelligence

DATE: 23 November 1948

FROM : Executive for A&M

SUBJECT: Management Survey

1. The attached report is furnished for information as an example of Agency benefits from its management program.

2. This particular survey was initiated after receipt of request for a personnel authorization which seemed excessive for performance of basic mission, and based on not too clear a concept of functional responsibilities.

3. A two-man management team went into OCD and spent several weeks working with that Office to establish an understanding of functional responsibilities, install streamlined procedures for processing documents, and determine minimum personnel requirements commensurate with efficient operations. The current personnel authorization (personnel costs at approximately \$200,000 per annum less than originally anticipated), together with the first OCD reduction of back-logged material, has resulted.

4. This and other similar management aids to economy and efficiency in operations have saved CIA many times over the cost of the management program, and have also increased our overall effectiveness.

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Attach. Report

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NO CHANGE in Class. ☒☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

Date: 4 Apr 77

Auth: [redacted]

Date: 21 MAR 1978 [redacted]

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